

## REMESH MARKASSERY

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### **KEY SKILLS**

Honest, hard working and ambitious with years of experience in 5 star hotel and has a genuine passion In Accounts Department. Reliable person with good communication skills and ability to create relationship with all levels. Has good experience in Night Auditing, F & B Cost Controlling, Accounts Receivable, Accounts Payable and General Cashiering and 5 years experience as Financial/Chief Accountant. Handled 3 Pre-Opening properties. Demonstrate high standards of conduct and ethics as well as appropriate judgment, independence and discretion.

### **OBJECTIVES**

To be responsible for the hotel's accounting and financial management requirements. Managing the accounting department, procurement function and electronic data processing systems. To provide the general manager and unit management team with meaningful and timely information on the status of the hotel's performance. To assist proactively with cost containment, revenue enhancement, profit improvement opportunities and safeguarding of the company's assets.

### **Professional Work History**

**Majlis Grand Mercure Residence, Abu Dhabi , U.A.E French Elegant of "Accor Group" ( Since May 2014)**

### **DIRECTOR OF FINANCE – Pre Opening**

**Pre Opening:** Handled all pre-opening activities related to the finance department including the installation and configuration process of Opera, Micros, FMC, Sun Systems, Oasys.

**Records:** To maintain proper and complete accounting records of the hotel. To ensure that the accounts, records and transactions of the hotel are accurate and correct at all times.

**Safeguarding of Assets:** To implement all necessary controls to safeguard the assets of the hotel.

**Financial reports:** To prepare and interpret the financial statements and reports of the hotel.

**Management information:** To provide financial information to management as tools for maximizing profits and planning for the future. Reports which should stimulate management action.

**Budgets and forecasts:** To compile, together with the other executives, budgets and forecasts covering all activities of the hotel. To compile treasury/cash flow forecasts for the business.

**Controls and Procedures:** To ensure that the established controls and procedures in respect of the controller's areas of responsibility are being complied with at all times.

**Electronic Data Processing Systems:** To ensure that the hotel's computer systems and their software are fully utilized, well safeguarded and properly maintained. To implement future changes/additions to the electronic data processing systems of the hotel.

**Cashiers:** To ensure that there are, at all times, proper procedures and controls for the guest cashiers and other cashiers in the hotel, notwithstanding the fact that these areas are not the direct responsibility of the controller. To ensure proper controls for F&B cashiers.

**Purchasing, Receiving & Stores:** To ensure that there are, at all times, proper procedures and controls for purchasing, receiving, stores and requisitioning.

**Stock Takes:** To ensure that physical inventories of all supplies are being taken on a monthly basis and of all operating equipment on a quarterly basis.

**Credit & Collection:** To ensure that the hotel complies with the established credit and collection procedures, with particular attention to front office, group and meetings/banqueting processes.

**Expenditures:** check and approve expenditures (via purchase requests, expenditure approval forms and purchase orders) in accordance with established procedures.

**Payments:** To approve and sign payments in accordance with established procedures.

**Bank Accounts:** To ensure that bank account statements are checked on a daily basis. To ensure that bank accounts are reconciled each month.

**Income audit:** To ensure that all revenue due to the hotel is properly accounted for and reconciled.

**Receivables:** To ensure that all receivables are collected within the hotel's credit periods.

**Accounts payable:** To ensure that payments are made for all goods and services on a timely basis. To ensure that all payments are adequately supported by documentation, properly coded and properly authorized. To ensure that suppliers' accounts are reconciled to the hotel's records on a regular basis.

**Payroll:** To ensure that payments are properly calculated, authorized and paid on a timely basis to employees. To ensure returns, declarations and administration are properly handled concerning Inland Revenue, Pension Trustees and other relevant bodies. To ensure that proper deductions are made at all times for pensions and other relevant items.

**Inventories:** To ensure that proper records are kept for all inventory items.

**Municipality Fees:** To ensure that payments and Taxes are made accurately and on a timely basis to Abu Dhabi Tourism Authority. To ensure that compliance is continuous and that refunds are appropriately kept for inspection by external bodies.

**General Ledger:** To ensure that all revenue and expenditure are properly recorded in the general ledger. To ensure that all balances are reconciled on a regular basis.

**General Cashier:** To ensure that disbursements made by the General Cashier are properly authorized and adequately supported by documentation. To ensure that the float of the General Cashier is verified daily.

**Contracts:** To keep and safeguard the hotel's contracts and agreements.

**Auditors:** To liaise with internal and external auditors in compliance with the company's requirements.

**Insurances:** To assist in the renewal of insurances. To administer insurance claims.

**Corporation Tax:** To provide information required for the preparation of corporation tax computation.

**Statutory Accounts:** To assist in the preparation of the year end statutory accounts.

**Employee Matters:** To manage the staffing of the Accounting, Credit, Purchasing and Systems departments, liaising closely with the hotel's Personnel & Training Manager. Staffing management involves the selection, employment, supervision, transfer, review, promotion and dismissal (with due cause) of individuals within the above mentioned departments. To implement appropriate training programmes in conjunction with the Personnel & Training Manager and to develop Departmental Trainers in these departments. To maximize productivity and morale by setting goals, providing clear guidelines and by developing team spirit. To assist in other accounting and financial matters as and when required.

**The following areas will remain the responsibility of the corporate Finance Controller**

- Banks, Borrowings and Loans
- Insurance Renewals
- Property Taxes
- Licences
- Rental of Space
- Auditors (external and Internal)
- Pensions
- Municipality Tax
- Company secretarial matters
- Communications with owning company
- Communications with sister company.

**Novotel & Adagio Al Bustan, Abu Dhabi, U.A.E French Elegant of "Accor Group" ( May 2013-May 2014)**

**CHIEF ACCOUNTANT– Pre Opening**

- Handled all pre-opening activities related to the finance department including the installation and configuration process of Opera, Micros, FMC, Sun Systems, Oasys.
- Setup and P & L done for both properties
- Be in part of the setup of financial accounting and costing system of the company.
- Preparing Budget for 2014
- Preparing pre-opening reports and forecast on monthly basis.
- Giving proper training and coaching to the new joiners
- Assisting in the preparation of special statistical reports which may be required by local management, government authorities and Regional Office.
- Ensure that each section of the Accounting & Finance Department is managed efficiently, maximizing utilization of Technology.
- Ensure that all Departmental Operations Manuals are prepared and updated systematically.
- Ensure that each Accounting & Finance Supervisor plans and implements effective training programs for their staff with the Training Manager and Departmental Trainers.
- Preparing and sending all the monthly reports to corporate office
- Assist the Heads of Departments in decision-making by providing relevant financial data.
- Preparing departmental budgets, forecasts, and business plan.

**Sofitel Abu Dhabi Corniche, Abu Dhabi, U.A.E *Luxury Hotel of "Accor Group"* ( Jan 2012-May 2013)**

**FINANCIAL ACCOUNTANT– Pre Opening**

- Performed all duties as designated by the Assistant Director of Finance and carried out the functions of the department during his vacation
- Assisting in the preparation of special statistical reports which may be required by local management, government authorities and Regional Office.
- Ensure that each section of the Accounting & Finance Department is managed efficiently, maximizing utilization of Technology.
- Ensure that all Departmental Operations Manuals are prepared and updated systematically.
- Ensure that each Accounting & Finance Supervisor plans and implements effective training programs for their staff with the Training Manager and Departmental Trainers.
- Handled the pre-opening activities related to the responsibility of Income Auditor, Accounts Payable, Cost Controller etc.
- Be in part of installation process of Opera, Micros, FMC, Sun Systems.
- Be in part of the setup of financial accounting and costing system of the company.
- Preparing and sending all the monthly reports to corporate office
- Prepare weekly work schedules in accordance with workload and priorities for the approval by the Director of Finance.
- Assist the Heads of Departments in decision-making by providing relevant financial data.
- Assist the Director of Finance in compiling departmental budgets, forecasts, and business plan.

**Al Maha Arjaan by Rotana, Abu Dhabi, U.A.E *Hotel of "Rotana Group"*(Feb 2003 – Jan 2012)**

**Financial Accountant: 2008 –Jan 2012**

- Supervises Accounts Receivable, Accounts Payable, Pay Master, Cost Controller & General Cashier
- Responsible for overseeing accounting procedures, internal controls (implementing, monitoring, enhancing), and database management
- Randomly audits work flow to assure that all accounting transactions are appropriately authorized
- Substantiates and justified expenditures and expense reports
- Supervises or prepares monthly journal entries
- Prepares financial statements
- Supervises or prepares general ledger reconciliations
- Assures internal control compliance
- May train staff on internal control procedures; assists Controller as needed
- Reviews monthly closing process
- Works on special projects, if requested; assist with yearly audit preparation.
- Assists Budget Preparation

**Income Auditor: 2006-2008**

- Performed appropriate revenue allocations.
- Reviewed and verified the accuracy of the accounts receivable, advance deposit and guest ledgers.
- Maintained daily and monthly reconciliation of sales/occupancy.
- Prepared daily, weekly and monthly reports as required by management.
- Provided assistance in the closing of books at month end.
- Generated accurate balance sheet and maintained reconciliations.
- Audited daily revenues and transactions in property management.
- Prepared journal entries and appropriately posted the general ledger.
- Performed random audit counts between periods.

- Assisted management in preparing the annual operating and capital budgets

#### **Night Auditor/Accounts Reliever: 2003-2006**

##### ***Night Auditor***

Provide friendly, efficient and hospitable service to the front desk/Outlet.

Audit Outlet Revenues and Room Revenues.

Verify & reconcile Credit Card Reports and other Revenue Vouchers

Complete the Night Audit Process and Prepare final Revenue Report

##### ***Accounts Payable***

Perform accounts payable functions for construction expenses.

Manage vendor accounts, generating monthly/weekly on demand cheques.

##### ***General Cashier***

Prepare daily cash deposits and post cash receipts ensuring appropriate accounts receivable and collections.

##### ***Paymaster***

Maintain subsidiary payroll summary registers and reports and assisted in posting of month-end journal entries.

##### ***Accounts Receivable***

Process daily basis invoices and make sure that invoices are issued to the concerned clients as per the contracts

Analyze billings and prepare additional reports as required.

Follow up and inquire called and/or mailed correspondence to customers as necessary in order to update the payment status.

##### ***F&B Cost Controller***

Preparing monthly Food & Beverage Cost Report Separate Outlet P & L Report.

Monitor the operation of Food & Beverage Store, General Store and the goods receiving

Analyze and Verify the Store Requisition and prepare the variance report to Financial Controller.

#### **Emmar Enterprises - Mumbai, India (2000-2003)**

##### **Accounts Executive**

Develop and maintain close relations with local business community in order to fulfill client's needs more effectively, Visit potential clients and explain the services, to perform a thorough client needs analysis and provide effective solutions in accordance with goals and objectives and represents the company at trade shows, business functions and other special events as determined as appropriate.

#### **Parco Group - Kerala, India (1998-2000)**

##### **Internal Auditor**

Evaluate, and examine policies and procedures, Evaluate the reliability and integrity of information and the efficient and effective use of resources, Confer with management staff and meet with other system employees and the general public on a wide range internal audit issues, Maintain a working relationship with external auditors, Compose, and maintain correspondence, reports, and various other materials and projects. Submit reports and documents as deemed necessary.

1995 - 1998	<b>University of Calicut – Kerala - India</b> B. Com (Bachelor of Commerce)
Computer Skills	<b>Honors Diploma from NIIT</b> <b>Proficiency in MS Office Packages – Word, Excel, Power Point</b>
Working Experience	<b>Sun Financial. Tally, Fidelio 6.2 (20), Opera, Micros, FBM System, Vision Excel, FMC, SCM, Oasys &amp; Paytrax</b>

PERSONAL INFORMATION
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|---|--------------------|--|
| • | Date of Birth      | March 25, 1978                         |
| • | Nationality        | Indian                                 |
| • | Visa Status        | UAE Residence                          |
| • | PP Number          | U 0475164                              |
| • | License Status     | Holding Valid U.A.E License No. 593386 |
| • | Marital Status     | Married                                |
| • | Linguistic Ability | English, Hindi, Malayalam & Tamil      |